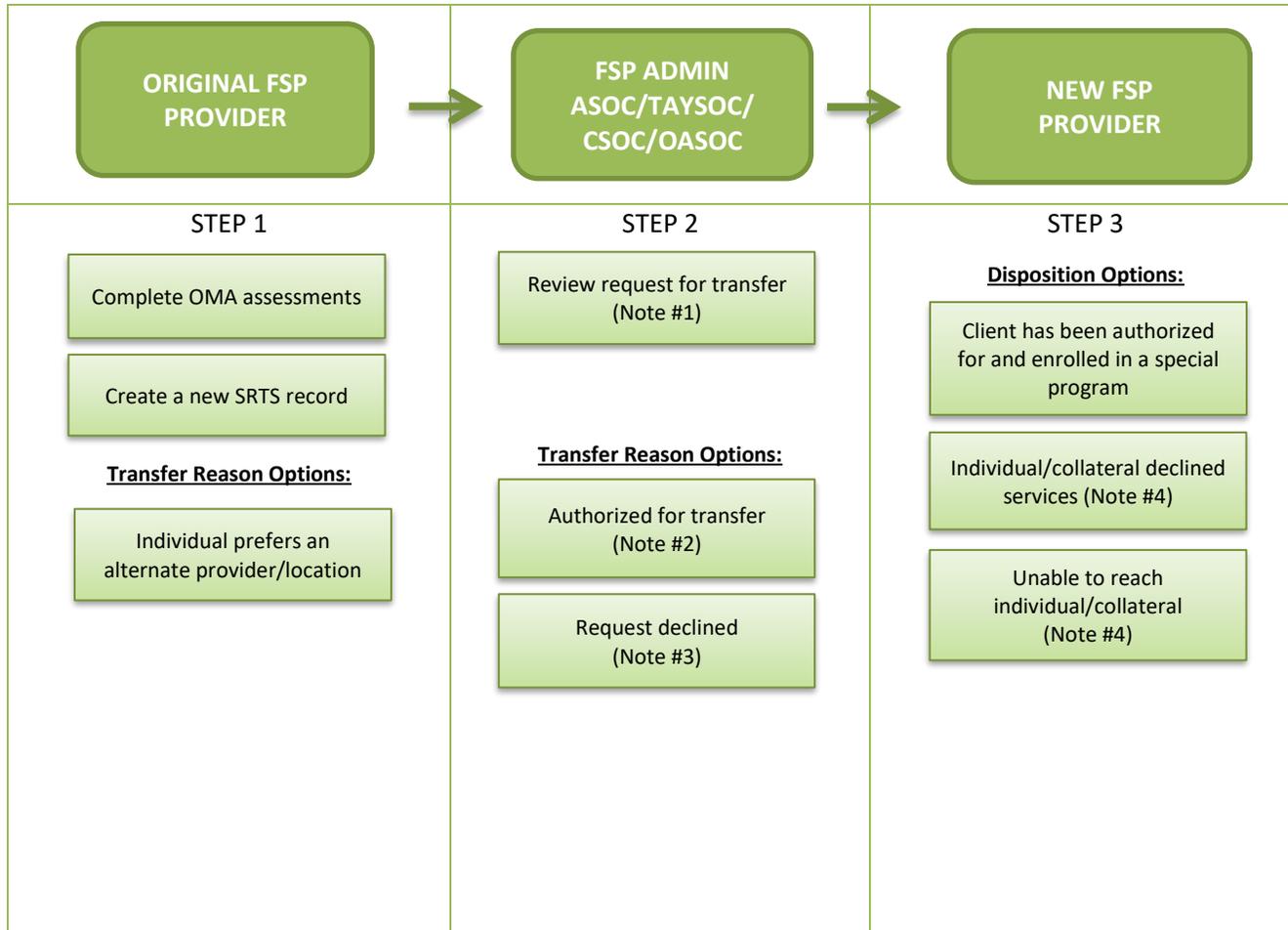


**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
 SERVICE REQUEST TRACKING SYSTEM (SRTS)
 FULL SERVICE PARTNERSHIP (FSP) SRTS WORKFLOW
 ADMINISTRATIVE TRANSFER**



- Note #1:** If more information is needed or OMA assessments are incomplete, communicate with the requestor through e-mail or phone.
- Note #2:** FSP Admin forwards the SRTS confirmation e-mail to the FSP SA navigator and original FSP provider for their records as confirmation that the transfer was authorized.
- Note #3:** If the request for authorization is declined, FSP Admin transfers the record back to the FSP provider to discuss linkage with the FSP SA navigator. (OASOC FSP Admin discusses linkage directly with the FSP provider).
- Note #4:** If the client declines DMH services or the provider is unable to reach the individual, the new FSP provider communicates this to the FSP Admin before entering a disposition to close the record. FSP Admin informs the original provider to start the disenrollment process from the original authorized SRTS record.